

## Iowa Department of Natural Resources Responses to Questions Related to Solid Waste EMS Pilot Program RFP (8/4/09)

1. 4.1.4 states that the proposal is limited to 25 pages in length and that the original proposals are to be double-sided. Does this indicate that the limit is 25 or 12.5 pieces of paper (to account for the double-side printing)?  
**25 pages of text 8 1/2 by 11 doublesided. (13 pieces of paper)**
2. Do the transmittal letter, table of contents, title page, statement of understanding and compliance, and/or required cover sheets count to the 25 page limit?  
**Yes, everything is included in the page limit count.**
3. While we acknowledge that response 10 to questions on the Request for Qualifications addresses the issue of conflict of interest, and states that actual or perceived conflicts of interest will be evaluated on a case by case basis, some additional detail on the definition of conflict of interest would be helpful. Can you more clearly define or outline conflict of interest so that it can be adequately and consistently addresses by responders and Council members?  
**The expectation is that the consultant selected will work with the Solid Waste Alternatives Program Advisory Council on our scope of work through the term of the contract with DNR. They will not, during the term of the contract, market or contract with initial pilot projects or future EMS applicants to provide assistance preparing EMS applications or for conducting new projects identified via the EMS process, unless such work is authorized in advance by the SWAP Advisory Council as part of its approved scope of services.**
4. In the review of the qualifications packages, several Council members rated firms with 4s or less under current client list, ability to perform project, and key personnel if they felt that the firm had a conflict of interest. How were these determinations made? If a firm scored very low on the RFQ because of perceived conflict of interest, will this score be carried over to the evaluation of the proposals? If so, how will this be considered quantitatively in the scoring of the proposals, as the current evaluation criteria in the RFP do not include a specific percentage of the RFP points for conflict of interest?  
**We are not revisiting the earlier RFQ determinations. Earlier evaluation scores will not carry over. See discussion under #3. The RFP will be evaluated with the criteria identified in Chapter 5; these do not include conflict of interest.**
5. What is the anticipated contract type? Fixed Price or Time and Materials? If the contract type is fixed price, will the price for each task be fixed, as

seems to be indicated in the cost template provided in the RFP, or will the fixed price be for the overall contract?

It is a fixed price for the overall contract. The budget is \$225,000. Proposers must provide a detailed breakdown of their budget and tasks in their proposal as laid out in the RFP Chapter 5.

6. On page 15 of the RFP, Section 5.2, Evaluation of Proposals, Approach to Working with Council, the last bullet is blank. Will proposals be evaluated on any additional criteria?

There is no additional criteria. The extra bullet is a typo.